

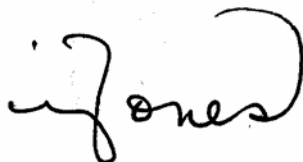
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Common Management and
Operating Provisions
1-CM (Revision 3)**

Amendment 31

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

Recent software enhancements to the SCIMS database require **all** newly added and existing:

- Program Participation record and respective Servicing Organization to match for a record to be updated
- FSA Program Participation records to have corresponding Legacy Link records for a record to be updated.

New State SCIMS Security Officers have been appointed for select States.

B Reason for Amendment

Subparagraph 179 H has been amended to add verbiage and a screen print about SCIMS Program Participation and Serving Organization being required to match for a record to be updated.

Subparagraph 179 I has been amended to provide a note about the requirement for SCIMS FSA Program Participation records and corresponding Legacy Links to exist for a record to be updated.


Exhibit 11.5 has been amended to update State SCIMS Security Officers for select States.

| Page Control Chart | | |
|--------------------|--------------------|-----------------|
| TC | Text | Exhibit |
| | 7-75 through 7-100 | 11.5, pages 1-4 |

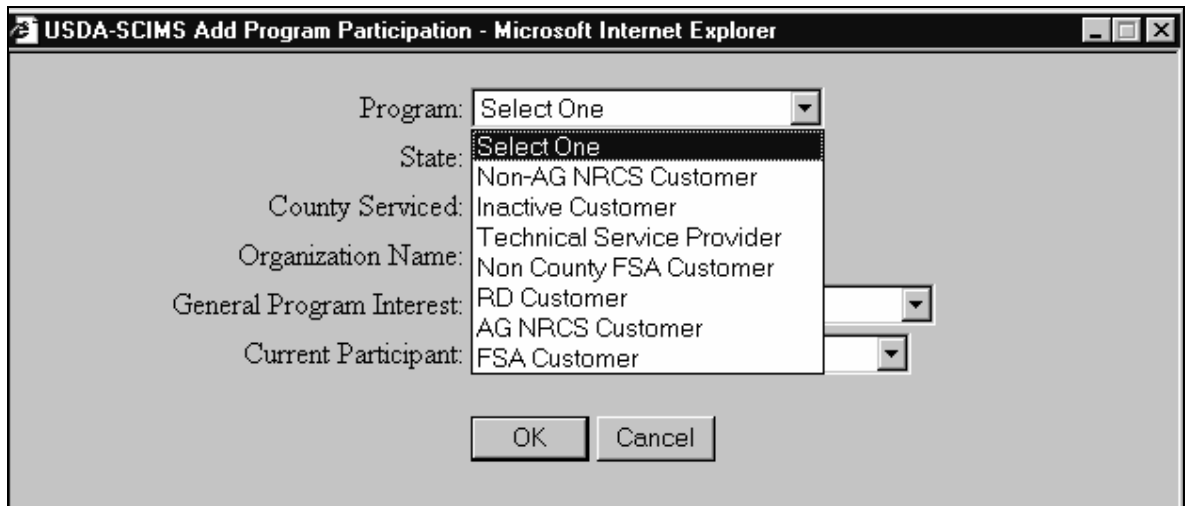
179 Additional Customer Entries (Continued)

H Program Participation

Program Participation is used for recording the interest a customer has with an agency within the Service Center. Data in this section will be expanded as additional phases and programs are implemented.

|  Program Participation | | | | |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------|---------------------------------|---------------------|
| Click to Modify | Click to Delete | Program | Servicing Organization | Current Participant |
| Modify | Select for Deletion | FSA Customer | SIoux FALLS SERVICE CENTER-FSA | No |
| Modify | Select for Deletion | NRCS Customer | SIoux FALLS SERVICE CENTER-NRCS | No |
| <input type="button" value="Add"/> | | | | |
| Go to Top Go to Bottom | | | | |

*--



USDA-SCIMS Add Program Participation - Microsoft Internet Explorer

Program:

State:

County Served:

Organization Name:

General Program Interest:

Current Participant:

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If the customer has interest in more than 1 county serviced by a Service Center, only 1 program participation record has to be established for the Service Center under the applicable program.

179 Additional Customer Entries (Continued)

H Program Participation (Continued)

*--Program Participation record and correct Servicing Organization **must** match for **all** newly added and existing records, for the record to be updated. If the records do **not** match, the following screen will be displayed with error messages to alert users of the mismatched data.

| Click to Modify | Click to Delete | Program | Servicing Organization | Current Participant |
|------------------------|-------------------------------------|--------------|-----------------------------------------|---------------------|
| Modify | Select for Deletion | FSA Customer | DIXON SERVICE CENTER-FSA , CA | No |
| Modify | Select for Deletion | FSA Customer | CALDWELL SERVICE CENTER-FSA , ID | No |
| Modify | Select for Deletion | AG NRCS | CALDWELL SERVICE CENTER-NRCS , ID | No |
| Modify | Select for Deletion | FSA Customer | AMERICAN FALLS SERVICE CENTER-FSA , ID | No |
| Modify | Select for Deletion | AG NRCS | AMERICAN FALLS SERVICE CENTER-NRCS , ID | No |
| Modify | Select for Deletion | FSA Customer | LIBERAL SERVICE CENTER-FSA , KS | No |
| Modify | Select for Deletion | FSA Customer | WINNEMUCCA SERVICE CENTER-FSA , NV | No |
| Modify | Select for Deletion | AG NRCS | WINNEMUCCA SERVICE CENTER-NRCS , NV | No |
| Modify | Select for Deletion | FSA Customer | LOVELOCK FSA SERVICE CENTER-FSA , NV | No |
| Modify | Select for Deletion | AG NRCS | LOVELOCK FSA SERVICE CENTER-FSA , NV | No |
| Modify | Select for Deletion | FSA Customer | EPHRATA SERVICE CENTER-FSA , WA | No |
| Modify | Select for Deletion | AG NRCS | EPHRATA SERVICE CENTER-NRCS , WA | No |

User shall research mismatched data and correct the records by deleting and/or adding records as necessary to clear the error message and update the record.

Note: If mismatched records are related to a multi-county customer, user shall consult with applicable County Offices **before** adding and/or deleting records.--*

179 Additional Customer Entries (Continued)

H Program Participation (Continued)

Add information to this section according to the following table. All Program Participation data is required.

| Field | Valid Entry |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program | <p>Identify why the customer is being added to SCIMS by using the drop-down box to select 1 of the following:</p> <ul style="list-style-type: none"> • “Non-AG NRCS Customer” • “Inactive Customer” • “Technical Service Provider” • “Non County FSA Customer” • “RD Customer” • “AG NRCS Customer” • “FSA Customer”. <p>Note: “FSA Customer” must be selected for a download to AS/400 to occur.</p> |
| State | Identify the State where the customer is participating by selecting the State from the drop-down box. |
| County Served | Identify the county where the customer is participating by selecting the county from the drop-down box. |
| Organization Name | Identify the Service Center organization where the customer is participating by selecting the Service Center site from the drop-down box. |
| General Program Interest | <p>Identify the interest a customer has by using the drop-down box to select 1 of the following:</p> <ul style="list-style-type: none"> • “Has interest in the program” • “Does not have interest in the program” • “Unknown”. |
| Current Participant | <p>Identify if the customer is a current participant by using the drop-down box to select 1 of the following:</p> <ul style="list-style-type: none"> • “Application Made” • “Currently Enrolled and Participating” • “Not Currently Participating”. |

To retain the entered data, CLICK “OK”. To return to the Customer Information page and not retain the entered data, CLICK “Cancel”.

Note: The Program Participation and the Legacy Link State and county must match for the record to be updated.

179 Additional Customer Entries (Continued)

H Program Participation (Continued)

The General Program Interest code must in be in sync with the Current Participant code or the following Warning Screen will be displayed.

The screenshot shows a warning dialog box within a Microsoft Internet Explorer window. The window title is "USDA-SCIMS Add Program Participation - Microsoft Internet Explorer". The dialog box has a grey background and contains the following text:

General Program Interest Code must be 'Has interest in the program' if Current Participant Code is Application made or Currently Enrolled and Participating.

Below the warning message are several required fields, each marked with an asterisk (*) and a dropdown menu:

- * Program: FSA Customer
- * State: WEST VIRGINIA
- * County Served: JEFFERSON
- * Organization Name: RANSON SERVICE CENTER-FSA
- * General Program Interest: Does not have interest in the program
- * Current Participant: Currently Enrolled and Participating

At the bottom of the dialog box are two buttons: "OK" and "Cancel". In the bottom left corner, there is a note: "* Required".

179 Additional Customer Entries (Continued)

I Legacy Link

The legacy link is used to direct the customer's core data to the appropriate AS/400 for use by specific programs. All FSA customers must be linked to at least 1 State and county.

| Legacy Link | | | | |
|-----------------------------------------------------------|-------------------------------------|--------------|-----------|-----------------------------------------|
| Click to Modify | Click to Delete | State | County | Address |
| Modify | Select for Deletion | SOUTH DAKOTA | MINNEHAHA | 33333 222ST ST, HARTFORD, PA 66666-5746 |
| <input type="button" value="Add"/> | | | | |
| Go to Top Go to Bottom | | | | |

| | | |
|-------------------------------------------------------------------------|-------------------------------------------|-----------------------------|
| State: | <input type="text" value="SOUTH DAKOTA"/> | |
| County: | <input type="text" value="MINNEHAHA"/> | |
| Check One | Delivery Address | City, State ZIP Code |
| <input checked="" type="radio"/> | 33333 222ST ST | HARTFORD, PA 66666-5746 |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | |

Add information to this section according to the following table. All legacy link data is required.

| Field | Valid Entry |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| State | Identify the State where the customer's record should be downloaded to by selecting from the drop-down box. The default is the State corresponding to the Service Center selected according to subparagraph 141 F. |
| County | Identify the county where the customer's record should be downloaded to by selecting from the drop-down box. The default is the county corresponding to the Service Center selected according to subparagraph 141 F. |
| Check One | Identify the customer's address that should be linked with the State and county selected. |

179 Additional Customer Entries (Continued)

I Legacy Link (Continued)

Before creating a legacy link, review and make any modifications to the customer's core data.

For any customer with:

- 1 address, that address should be linked to each county in which the producer participates
- multiple addresses, an address must be linked to each county in which the producer participates.

Note: In some cases, different addresses may be linked to different counties. The customer must specify which address is to be directed to each Service Center.

If a linked address is:

- modified, the updated address will be sent to each Service Center it is linked
- deleted, the legacy link must be deleted also.

To retain the entered data, CLICK "OK". To return to the Customer Information Page and not retain the entered data, CLICK "Cancel".

***--Note:** FSA Program Participation records and corresponding Legacy Link records **must** exist for **all** newly added and existing records, for the record to be updated. If corresponding records do **not** exist, the following screens will be displayed with error messages to alert users of the missing data.

The screenshot displays the USDA Service Center Information Management System interface. At the top, the USDA logo is on the left, and the title "USDA Service Center Information Management System" is in the center. Below the title is a navigation bar with links: "Go to: | Race Types | | Disabilities | | Addresses | | Phone Numbers | | E-Mail Addresses | | Notes | | Program Participation | | Legacy Links | | Bottom |". Below the navigation bar is a dark gray bar with the text "ERRORS OCCURRED". Below this is a white box with the error message: "One or more Legacy Link records exist without a corresponding Program Participation record." At the bottom of the screen is a dark gray bar with a clipboard icon and the text "Customer Information".

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179 Additional Customer Entries (Continued)

I Legacy Link (Continued)

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The screenshot displays the USDA Service Center Information Management System interface. At the top, the USDA logo is on the left, and the system title "USDA Service Center Information Management System" is in the center. Below the title is a navigation bar with links: "Go to: | [Race Types](#) | | [Disabilities](#) | | [Addresses](#) | | [Phone Numbers](#) | | [E-Mail Addresses](#) | | [Notes](#) | | [Program Participation](#) | | [Legacy Links](#) | | [Bottom](#) |". Below the navigation bar is a dark gray bar with the text "ERRORS OCCURRED". Underneath this is a white box containing the error message: "One or more FSA Program Participation records exist without a corresponding FSA Legacy Link record." At the bottom of the screen is a dark gray bar with a clipboard icon and the text "Customer Information".

User shall research missing data and add or delete FSA Program Participation records and Legacy Link records as necessary to clear the error message and update the record.

Note: If missing corresponding records are related to a multi-county customer, user shall consult with applicable County Offices **before** adding or deleting records.--*

179 Additional Customer Entries (Continued)**J Option to Modify or Delete a Record**

In each section of the Customer Information Page and the Business Information Page, existing records can be modified or deleted. To:

- change data in a specific record, CLICK “Modify”, correct the data, and CLICK “OK”
- clear entered changes, CLICK “Cancel”; the changes will not be retained
- delete a record, CLICK “Select for Deletion”.

Note: A confirmation dialog box will be displayed. CLICK:

- “OK” to delete the record
- “Cancel” to retain the record.

K Submitting Data to SCIMS

CLICK:

- “Submit” to:
 - retain new data entered
 - retain modified data
 - delete the selected record

Note: When users CLICK “Submit”, a series of validations will be processed and core data that is stored in the name and address files on the AS/400 will be downloaded to the AS/400 in all Service Centers where the customer is linked. If the validations are not met, appropriate error messages will be displayed at the top of the Customer Information page or Business Information page, as applicable.

- “Reset” to:
 - clear data entered
 - clear modified data
 - not delete the record selected.

180-190 (Reserved)

SCIMS Security Officers

A National SCIMS Security Officers

| Agency | Name |
|---------------|--------------------|
| FSA | Sandy Bryant |
| NRCS | Terry Buettgenbach |
| RD | Vacant |

B State SCIMS Security Officers

| State | Agency | Name |
|--------------|---------------|-------------------------|
| Alabama | FSA | Sharrie G. Peterson |
| Alabama | NRCS | Julie Yates |
| Alabama | RD | Cynthia Smith |
| Alaska | FSA | Jimmy R. LaVoie |
| Alaska | NRCS | Philip B. Naegele |
| Alaska | RD | Robyn Martin |
| Arizona | FSA | Carla Hill |
| Arizona | NRCS | Vicky L. Bennett |
| Arizona | RD | Ron Walch |
| Arkansas | FSA | *--Sharon R. Baker--* |
| Arkansas | NRCS | Doris Washington |
| Arkansas | RD | Terrie Rose |
| California | FSA | Navdeep K. Dhillon |
| California | NRCS | Carmen De Jesus Ortiz |
| California | RD | Vacant |
| Colorado | FSA | David E. Schneider |
| Colorado | NRCS | Michael Wall |
| Colorado | RD | Vacant |
| Connecticut | FSA | Marilu R. Soileau |
| Connecticut | NRCS | Michelle Hendricks |
| Connecticut | RD | Richard A. Lavoie |
| Delaware | FSA | Robin L. Talley |
| Delaware | NRCS | Timothy Garrahan |
| Delaware | RD | Vacant |
| Florida | FSA | *--Elaine D. Truluck--* |
| Florida | NRCS | Jeff Werner |
| Florida | RD | Hilary Cook |
| Georgia | FSA | Edwin T. Weldon |
| Georgia | NRCS | Dot Harris |
| Georgia | RD | Craig Scroggs |
| Hawaii | FSA | Steve D. Peterson |
| Hawaii | NRCS | Camille Kimbrough |
| Hawaii | RD | Clarice H. Osako |
| Idaho | FSA | Sherrie L. Brooks |
| Idaho | NRCS | Glenn Shea |
| Idaho | RD | Vacant |

SCIMS Security Officers (Continued)

B State SCIMS Security Officers (Continued)

| State | Agency | Name |
|---------------|---------------|----------------------|
| Illinois | FSA | Stanley W. Wilson |
| Illinois | NRCS | Paula Hingson |
| Illinois | RD | Denise A. Pubill |
| Indiana | FSA | Carl R. Schweikhardt |
| Indiana | NRCS | John Poenisch |
| Indiana | RD | Maetta Kellermeyer |
| Iowa | FSA | Bradley J. Murray |
| Iowa | NRCS | Roy Campbell |
| Iowa | RD | Kathy Deppe |
| Kansas | FSA | Terry L. Hawk |
| Kansas | NRCS | Chad Volkman |
| Kansas | RD | Brenda E. Aeillo |
| Kentucky | FSA | Brenda Johnson |
| Kentucky | NRCS | Christy Morgan |
| Kentucky | RD | Shirley Halcomb |
| Louisiana | FSA | T. Christine Normand |
| Louisiana | NRCS | Tim Landreneau |
| Louisiana | RD | Sheila Ford |
| Maine | FSA | *--Valerie Porter--* |
| Maine | NRCS | Susan Arrants |
| Maine | RD | Tammy Carter |
| Maryland | FSA | Andrea Naughton |
| Maryland | NRCS | Noni Lee-Buchanan |
| Maryland | RD | Vacant |
| Massachusetts | FSA | Noreen L. Vassallo |
| Massachusetts | NRCS | Jeffrey G. Anliker |
| Massachusetts | RD | Richard A. Lavoie |
| Michigan | FSA | Kelly D. Losey |
| Michigan | NRCS | Tim Catton |
| Michigan | RD | Lynette McCarty |
| Minnesota | FSA | Lisa B. MacDonald |
| Minnesota | NRCS | Mike G. Pageler |
| Minnesota | RD | Lori Moore |
| Mississippi | FSA | Gary M. Morrison |
| Mississippi | NRCS | Katura Wright |
| Mississippi | RD | Cynthia White |
| Missouri | FSA | Richard A. Waggoner |
| Missouri | NRCS | David Gruber |
| Missouri | RD | Dean Olson |

SCIMS Security Officers (Continued)

B State SCIMS Security Officers (Continued)

| State | Agency | Name |
|----------------|---------------|-------------------------|
| Montana | FSA | Carole A. Nichols |
| Montana | NRCS | Dave Kascht |
| Montana | RD | Vacant |
| Nebraska | FSA | Michael L. Sander |
| Nebraska | NRCS | Doug Garrison |
| Nebraska | RD | Krista Stevens |
| Nevada | FSA | Debbie G. Goin |
| Nevada | NRCS | Rod Dahl |
| Nevada | RD | Vacant |
| New Hampshire | FSA | Linda L. Grames |
| New Hampshire | NRCS | Gary Domian |
| New Hampshire | RD | Raymond B. Fredericks |
| New Jersey | FSA | Christopher K. Scheirer |
| New Jersey | NRCS | Nancy Paolini |
| New Jersey | RD | Vacant |
| New Mexico | FSA | Joanie Fister |
| New Mexico | NRCS | *--Linda Branch--* |
| New Mexico | RD | Brooke Bishop |
| New York | FSA | Heather K. Laman |
| New York | NRCS | Richard Martin |
| North Carolina | FSA | Cathy D. Moore |
| North Carolina | NRCS | Mike Sugg |
| North Carolina | RD | Neal Sherrod |
| North Dakota | FSA | Brian R. Natwick |
| North Dakota | NRCS | Tanya Riehl |
| North Dakota | RD | Vacant |
| Ohio | FSA | Richard L. Borland |
| Ohio | NRCS | Sean Browning |
| Ohio | RD | Vacant |
| Oklahoma | FSA | Tona J. Huggins |
| Oklahoma | RCS | Suzanne Collier |
| Oklahoma | RD | Jody Harris |
| Oregon | FSA | Anthony M. Meeuwsen |
| Oregon | NRCS | Danny Burgett |
| Oregon | RD | Faith Harris |
| Pacific Basin | NRCS | Kurencio Ngowakl |
| Pennsylvania | FSA | Jackie M. Stonfer |
| Pennsylvania | NRCS | Lisa Walker |
| Pennsylvania | RD | Dane Bowerman |

*** * * SCIMS Security Officers (Continued)**

--B State SCIMS Security Officers (Continued)--

| State | Agency | Name |
|----------------|---------------|------------------------|
| Puerto Rico | FSA | Edgar Maldonado |
| Puerto Rico | NRCS | Manuel A. Roman |
| Puerto Rico | RD | Jorge Lopez |
| Rhode Island | FSA | Deborah A. Lebrun |
| Rhode Island | NRCS | Jackie Pashnik |
| Rhode Island | RD | Richard A. Lavoie |
| South Carolina | FSA | W. Riley Odum |
| South Carolina | NRCS | Ellis Morrow |
| South Carolina | RD | Vacant |
| South Dakota | FSA | Allen R. Barton |
| South Dakota | NRCS | Kathy Irving |
| South Dakota | RD | Kay Daugherty |
| Tennessee | FSA | Dennis V. Williams |
| Tennessee | NRCS | Grace Lutz |
| Tennessee | RD | Vacant |
| Texas | FSA | Christi A. Morris |
| Texas | NRCS | Dennis L. Williamson |
| Texas | RD | Larry McDonald |
| Utah | FSA | Cary B. Son |
| Utah | NRCS | James Huggard |
| Utah | RD | Vacant |
| Vermont | FSA | Rachel Cadieux |
| Vermont | NRCS | Robert L. Sylvester |
| Vermont | RD | Raymond B. Fredericks |
| Virginia | FSA | *--Emily M. Horsely--* |
| Virginia | NRCS | Rod Wood |
| Virginia | RD | Nancy A. Lewis |
| Washington | FSA | Mary Kay Bryan |
| Washington | NRCS | Amy J. Rodman |
| Washington | RD | James A. Wehrer |
| West Virginia | FSA | *--Leanne M. Dilsworth |
| West Virginia | NRCS | Bill O'Donnell--* |
| West Virginia | RD | Vacant |
| Wisconsin | FSA | Robin L. Jachthuber |
| Wisconsin | NRCS | Michelle Komiskey |
| Wisconsin | RD | Jolane Rankin |
| Wyoming | FSA | Nancy L. Schoonover |
| Wyoming | NRCS | Sharon Williams |
| Wyoming | RD | Mary A. Sessin |
| Guam | NRCS | Barbara D. Aflague |